



1. Applicant's Information

- CHECKLIST – To expedite the process, please submit the following documents with your application:**
 - 1) Copy of registered deed.
 - 2) Current Federal Tax Return with all schedules, if self-employed two years.
 - 3) Two current pay stubs for all household members 18 years or older, if self-employed a year to date income statement.

Owner's First Name: _____ Middle Initial: _____ Last Name: _____

Primary residence: _____ Neighborhood _____ Zip Code _____
(Please attach a copy of your recorded deed)

Owner's Social Security Number _____ / _____ / _____ Date of Birth: _____

Phone: Home () _____ Work () _____ E-mail _____

Co-Owner's First Name: _____ Middle Initial: _____ Last Name: _____
(All owners on deed must be co-applicants)

Primary residence, if different than above: _____

Co-Owner's Social Security number _____ / _____ / _____ Date of Birth: _____

Phone: Home () _____ Work () _____ E-mail _____

Race/Ethnicity: This information is for federal reporting purposes only. Please check the space that is applicable to your household.
Asian _____ Black _____ Hispanic _____ Native American _____ White _____ Female Head of Household _____ Other: _____

2. Income Eligibility

Please list all household members and their gross annual income below such as salary, social security/retirement benefits, interest/dividend income, welfare, alimony/ child support and all other income. (Full time student's income is exempt.)

Household Member Name	Relationship to owner (s)	Age	Social Security Number	Annual Income	Source of Income
Total Household Income				\$ _____	

3. Getting Your Project Underway

Type of repairs you plan to do? Exterior Repairs _____ Interior Repairs _____ Both _____

You may apply to only one program component. See attached program guidelines for more information.

- ☐ **HomeWorks** – Interior and Exterior repairs/rehabilitation.
- ☐ **Boston's Historic HomeWorks** – Exterior repairs/rehabilitation only. Property must be 50 years or older. Proposed repairs must be visible to the public and maintain the historical integrity of the home. (please provide a color picture of the house)

We recommend that you obtain a cost estimate from at least two licensed registered contractors. For assistance, please see the attached Home Improvement Resource Directory.

Have you selected a contractor to do the repairs? _____. If yes, please submit with your application the two estimates that you have received. Please be sure to indicate which contractor you have selected for the project.

If you have not selected a contractor, would you like DND to provide you with a cost estimate? _____. If yes, please list repairs that you would like to have done.

web site



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Do you have funds to cover your portion of the cost of repair? _____ If yes, please include a copy of bank statement or bank/loan commitment letter with your application.

Are you currently working with another housing agency for repair assistance? _____ If yes, please state the agency's Name _____

4. Property Information

Type of Home (check one): Condominium _____ Single Family _____ Two _____ Three _____ Four _____

If your home is a multi-family rental property, please complete the information below.

Rental units	Tenant's Name	Current Rent	# Bedrooms	Are utilities included in rent? Yes / No
First unit		\$		
Second unit		\$		
Third unit		\$		

Monthly mortgage payment \$ _____ Monthly insurance payment if not included in your mortgage payment \$ _____

Monthly water and sewer bill \$ _____

5. Affidavit

1. Do you owe the City of Boston any monies for incurred real estate taxes, rents, water & sewer charges or any other indebtedness? ____ If yes, please explain: _____
2. Are any of the applicants or their immediate family members – spouse, parents, children and siblings currently employed with DND? ____ If yes, Employee's name _____ Division Name: _____
3. Have any of the applicants filed for bankruptcy in the past 10 years? ____ If yes, is this home included in the bankruptcy? _____ If yes, please submit a copy of the discharge.
4. Has either applicant been foreclosed upon by City of Boston for non-payment of real estate taxes or other indebtedness? ____ If yes, please explain _____
5. Has either applicant been convicted of or been under indictment for any arson-related crimes? Yes ____ No ____
6. Has either applicant been convicted of violating any law, code, statute or ordinance regarding conditions of human habitation within the last three (3) years? _____ If yes, please explain _____
7. Has either applicant received or applied to receive home rehabilitation assistance or funds from DND in the last five (5) years? ____ If yes, which program? _____

Signatures

I/We hereby certify that the information provided in this application is true and complete to the best of my/our knowledge. I/we hereby authorize the City of Boston to investigate my record(s) of credit. I/We hereby grant to the Department of Neighborhood Development permission to enter my property for purposes of repair survey and inspection.

Applicant _____ Date ____/____/____

Co-Applicant _____ Date ____/____/____

How did you hear about Boston HomeWorks? _____

website



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Welcome to Boston HomeWorks

The City of Boston's Department of Neighborhood Development, through its Boston HomeWorks Program, offers eligible homeowners financial and technical assistance for their home improvement projects. Boston's owner occupants of 1-4 family homes, including condominium units, who meet program guidelines below can receive a conditional grant to help finance the cost of repairing their homes.

PROGRAM GUIDELINES

Choose <u>ONE</u> Program	HomeWorks	Boston's Historic HomeWorks
Type of Home	1 – 4 family, including condominium units	1- 4 family, built at least 50 years ago
Type of Repair	Various repairs/improvements, i.e. remodeling kitchen and baths, replacing boilers/furnaces. Excludes landscaping and luxury items	Exterior, historically appropriate repairs, i.e. painting, masonry, repairing clapboard/shingles.
Income Eligibility	\$45,000 for household of one person \$65,000 for two or more persons.	\$55,000 maximum income for one person household and \$85,000 for two or more persons.
Maximum Repair Cost	\$25,000	\$35,000
Conditional Grant from the City	One third (1/3) of the cost up to \$3,000, up to \$4,000 with exterior painting. Minimum conditional grant is \$1000.	Half (1/2) of the repair cost up to \$5,000. Minimum conditional grant is \$1,500.
Terms and Conditions	There is no repayment of the grant if you occupy your home for 10 years following the date you receive the grant. These terms are in the form of a mortgage and promissory note. Should you sell or no longer occupy your home within the 10-year period, then the grant must be repaid.	

CHECK LIST & Application Process

(PLEASE KEEP THIS PAGE FOR YOUR FILES)

☐ **Step One: Application CHECK LIST**

Please submit a complete application along with the following documents to the address below:

- Copy of recorded deed, if one of the owners is deceased, please send a copy of the death certificate.
- Two current pay stubs for all household members 18 years or older, if self-employed send a year to date income statement.
- Current Federal Income Tax Return with all schedules; if self-employed, provide two years.
- Two estimates from licensed and registered contractors and copy of your bank statement if available.
- For Boston's Historic HomeWorks, please provide a color picture of the house (minimum 4x6 print).

Once we receive your application package a program manager will contact you to discuss your application and next steps.

☐ **Step Two: Enrollment**

Once your contractor's cost estimate is reviewed and approved by our construction specialist, and the Boston Landmarks Commission for historic repairs, an enrollment package will be forwarded to you. Included in it for your review and signature will be a program Terms and Conditions Agreement, Lead Paint Notification form, and a Work-Write Up, if applicable.

☐ **Step Three: Commitment**

Upon receipt of the program Terms and Conditions Agreement, Lead Paint Notification form and verification of your matching funds, you will receive a commitment letter from DND. You are now ready to sign a contract provided by DND with your contractor who will then obtain the required permits from the Inspectional Services Department (ISD) indicating you are ready to begin the work.

☐ **Step Four: Repair Completion /Funding Closing**

When the contractor has completed the repairs to your home, he/she will contact ISD to have the work inspected. After ISD signs off on the permit, please provide a copy of the permit and your contractor's final invoice to your program manager who will schedule a final inspection with your DND construction specialist. Your program manager will set up a closing date with you to sign the promissory note and mortgage to be recorded.

- ☐ **Step Five: Receipt of Grant Funds** - Upon final inspection and approval of DND construction specialist, you can expect a check will be issued payable to the contractor and sent to him/her within approximately four weeks from the date the final inspection and DND approval.



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Home Improvement Resource Directory

HomeWorks Workshops Schedule Winter 2003	Websites and Important Contacts
<p>Boston HomeWorks offers two kinds of workshops: Program workshops that outline program requirements and Home improvement workshops that focus directly on home repair.</p> <p>HomeWorks program workshops - Program Managers give an overview of the program guidelines and answer questions to assist homeowners with the application process</p> <p>HomeWorks program workshops are held every other Tuesdays on these dates – Jan. 7th, Jan. 28th, Feb. 11th, Feb. 25th, Mar. 11th & Mar. 25th</p> <p>Place: DND – HomeWorks 26 Court Street, Boston 9th floor - conference room 9B,</p> <p>Time: 2: 00 PM – 3:00 PM</p>	<p><u>Home Improvement Tips</u> Mayor's Office of Consumer Affairs and Licensing Boston City Hall – Room 817, Boston, MA 02210 617.635.3834 www.cityofboston.gov/consumeraffairs/home.asp</p> <p><u>Contractors Home Improvement Registration information</u> State Board of Building Regulations and Standards One Ashburton Place, Room 301 Boston, MA 02108 617.727.8598 www.state.ma.us/consumer/Info/const.htm</p> <p><u>To obtain a copy of your deed</u> Suffolk County Registry of Deeds 24 New Chardon Street, Boston, MA 02114 617.788.8575 www.suffolkdeeds.com</p>
Workshops At The Boston Public Library Neighborhood Branches & Community Centers	Neighborhood Housing Agencies Provide Home Improvement Loans and Other Housing Services
<p>Field Corner Branch 1520 Dorchester Avenue, Dorchester Tuesday, January 7, 2003 - 6:00PM – 7:30PM</p> <p>North End Branch 25 Parmenter Street, North End Tuesday, January 7, 2003 - 10:30AM – 12Noon</p> <p>Mattapan Family Service Center 535 River Street, Mattapan Saturday, January 25th 2003 - 11:00AM – 12:30PM</p> <p>Jamaica Plain – Connolly Branch 433 Center Street, Jamaica Plain Saturday, February 22, 2003 - 10:00AM – 11:30AM</p> <p>Dudley Branch Dudley Street, Roxbury Saturday, March 15th - 11:00AM – 1:00PM</p> <p>Charlestown Branch 179 Main Street, Charlestown Saturday, March 29, 2003 - 10:30AM – 12Noon</p> <p style="text-align: center;">Home Improvement workshops in partnership with North Bennet Street School PLEASE Check our schedule for early spring workshops</p>	<p>Codman Square NDC – Serving Dorchester zip code area: 02124 628 Washington Street, Dorchester, MA 02124 617. 825.4224 ext. 124</p> <p>Dorchester Bay EDC – Serving Dorchester zip code areas: 02122 & 02125 594 Columbia Road, Suite 302 Dorchester, MA 02125 617. 825.4200 ext. 213 - www.dbedc.com/dbedc.htm</p> <p>ESAC – Serving: Allston, Brighton, Hyde Park, Jamaica Plain, Mattapan, West Roxbury 3313 Washington Street Jamaica Plain, MA 02130 617.524.4820</p> <p>NOAH – Serving: Charlestown, East Boston North End, West End 22 Paris Street East Boston, MA 02128 617. 567.5763 - www.noahcdc.org</p> <p>Nuestra Comunidad – Serving Roxbury and Dorchester zip code areas: 02119 and 02121 54 Warren Street Roxbury, MA 02119 617. 989.1203</p> <p>Urban Edge – Serving: Jamaica Plain and Roxbury 2010 Columbus Avenue Roxbury, MA 02119 617. 541. 2595 www.urbanedge.org</p>

